

Eisenhower Presidential Museum & Library Facility Rental Rates

Visitors Center Auditorium (72 ft x 40 ft)

This large auditorium can be divided into two rooms and has excellent acoustics. A portable stage can be assembled and installed.

General Availability: 5:00 p.m. - 9:00 p.m.

Capacity (theater style) 411 - Capacity (classroom style) 70

Rental Rates - \$400 per day

Education Classroom (35 ft x 33 ft)

This newly constructed room is ideal for meetings and seminars where participants need a classroom atmosphere and set-up.

General Availability: 8:30 a.m. - 9:00 p.m.

Capacity (seated theatre style) 120

Capacity (classroom style) 40

Rental Rates - \$200 per day

Library Auditorium (52 ft x 28 ft)

This theatre style auditorium has a permanent stage with drop screen, and can be used for more formal lectures/presentations than the Visitor Center auditorium.

General Availability: 8:30 a.m. - 9:00 p.m. Capacity 165

Rental Rates - \$200 per day

Library Courtyard (60.5 ft x 44 ft)

A formal setting and perfect for dinners and receptions, this room is carpeted with a fine crystal chandelier hanging from the two-story ceiling.

General Availability: 8:30 a.m. - 9:00 p.m. Capacity 300

Rental Rates - \$400 per day

Library Lobby (32 ft x 40 ft, excluding 16 ft from entrance & windows)

This space is a more formal setting, fitting for receptions/registrations. The walls and hallway are lined with Italian marble and therefore produces an echoing effect. A public announcement system is not recommended for this space.

General Availability: 8:30 a.m. - 9:00 p.m. Capacity 182

Rental Rates - \$300 per day

Library Training Room (40 ft x 20 ft)

The training room works well for meetings, conference style, for up to 30 persons.

General Availability: 8:30 a.m. - 9:00 p.m. Capacity 50

Rental Rates - \$200 per day

Alternatives to the above listing of general availability and rental rates can be discussed with the Director.

Space Rental Policies and Procedures

Guidelines for planning your event

The Dwight D. Eisenhower Library and Museum is part of the National Archives and Records Administration. Use of its grounds and facilities are governed by federal rules and regulations. In order for the Dwight D. Eisenhower Presidential Library and Museum to make its facility available to the public, it must adhere to the following guidelines.

Events must be cultural, recreational, corporate and/or educational in nature. Personal, commercial events and political fundraisers are not permitted. No implication can be made through written material or media relations that the Dwight D. Eisenhower Presidential Library and Museum is sponsoring the event or has endorsed the organization sponsoring the event.

Activities that include exchange of funds on site are not permitted. No auctions, raffles, admission or registration fees collected at the door, sales promotion of goods and/or services, or cash bars are allowed on site. Alcoholic beverages are permitted in an open bar setting only. The serving of alcohol must end no later than one half hour before the conclusion of the event.

All caterers, performers, entertainers and other service-related vendors servicing the event must notify the public affairs specialist with the name of the person in charge of the group in order for them to check in with security upon arrival. All events must be professionally catered and approved by Library staff.

Smoking is not permitted anywhere in the facility.

Food and beverage are not allowed in the museum exhibit galleries and the auditoriums.

Balloons, candles, potted plants and trees are not permitted anywhere in the facility.

All deliveries for the event must be signed for by the organization sponsoring the event or its designated representative. Under no circumstances will the Dwight D. Eisenhower Presidential Library and Museum or any of its employees sign or assume responsibility for these deliveries.

